

BUYER

DISTINGUISHING FEATURES

The fundamental reason the Buyer exists is to perform professional purchasing of a wide variety of materials, services and equipment to support work groups in meeting their goals in the Purchasing Department. This classification is not supervisory. Work is performed under general supervision by a Purchasing Manager.

ESSENTIAL FUNCTIONS

Uses quality communication skills to effectively communicate, in person and by telephone, with customers and vendors to locate competitive sources and order a wide variety of materials, services, and equipment.

Assists in the preparation of specifications. Prepares and requests quotations; analyzes quotations submitted and identifies lowest quotation; processes purchase orders; expedites merchandise and verifies adherence of goods to agreed upon cost and specifications; evaluates vendor performance; arranges for return of damaged merchandise or improper substitutions; coordinates with vendors and staff to promote shared responsibility for satisfactory outcomes.

Investigates and follows up on new sources of materials and services.

Reads and understands complex material on new trends in purchasing techniques, or effectively communicates with professionals in purchasing field, in other organizations, or educational institutions regarding the new trends in purchasing techniques.

Effectively communicates with staff and vendors to resolve any problems.

Takes responsibility for professional development in the areas of product and process knowledge, office automation, and interpersonal skills.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The methods, policies and procedures involved in the purchasing of a large quantity and variety of supplies, equipment and goods.

Contract negotiation and the awarding of contracts based on the best bid.

General office practices and accounting procedures including automated systems.

Microsoft Office software including Word and Excel.

Ability to:

Operate a variety of standard office equipment including a computer, a variety of computer software, telephone, and 10-key calculator that requires continuous and repetitive arm or hand and eye movement.

Sit 80%, walk 10% and stand 10% of workday.

Lift and carry documents, books, files and blueprints weighing up to 25 pounds.

Work independently and under pressure.

To gain necessary product knowledge; maintain records and prepare contractual agreements; evaluate products and services; use automated systems for research, communication, and document preparation.

Communicate effectively, both verbally and in writing.

Establish and maintain effective working relationships with vendors and all levels of City staff

and communicate courteously and respectfully.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Comprehend and make inferences from complex written material and verbal and/or written instructions.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of training, education or experience equivalent to a Bachelor's degree in Materials Logistics Management, Purchasing, Business or a related field and two years experience in the acquisition of equipment and supplies for a governmental agency or large private organization with a centralized purchasing program.

Requires current, valid Arizona Driver's License with no major driving citations in the past 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified